

**CAUSTON BLUFF HOMEOWNER'S ASSOCIATION BOARD MEETING MINUTES  
JANUARY 18, 2017  
15 PIPER POND LANE, SAVANNAH, GEORGIA 31404**

**DIRECTORS PRESENT:**

**Steve Premo, President  
Joellen Cooper-Pyles, Treasurer  
Hollie White, Member at Large  
Lori Blass, Secretary**

**DIRECTORS ABSENT:**

**Al Kritter, Vice President**

**GUESTS:**

**Sheri Estes, Cottage Steering Committee Chairperson  
Janice Rossiter, Premier Management  
Justin Morris, Premier Management  
Ashley Peto, Premier Management**

**Steve Premo called the meeting to order at 10:10a.m.**

**December minutes were approved pending a correction to ASC report.**

**COTTAGE STEERING COMMITTEE:**

**Sheri Estes, Chairperson, reported on their January 9, 2017 meeting.**

**Topics of discussion with the Board:**

**Community Handbook:**

**\*Welcome Committee Chairperson is Barbara Powell. Committee will deliver welcome Package to new owners.**

**\*update information**

**\*make sure content is accurate and includes golf cart rules and regulations**

**Covenants:**

**\*discussion why some sets had more content**

**\*Ashley commented that some sets may not include all supplements. Update sets can be Purchased for \$55.00 from Premier or viewed on the website.**

**\*Sheri will make certain new owners are aware of the CC&R's.**

**Protocol for communication: It was agreed that important information must be effectively communicated to Causton Bluff homeowners. Sheri, Premier and the Board discussed the following protocol for communication:**

**Email Blast, Mail, Website, Newsletter, Welcome Package for new owners, Annual Meeting Handouts.**

Sheri further discussed the fact that many owners do not have an email. She also noted that the current email list is not accurate and includes owners that no longer live in Causton Bluff. Community covenant sign has been ordered.

**Cottage Finance Committee Chair:**

- \*Marion Leith has been appointed chair.

- \*Joanne Menendez volunteered to join the committee.

**Cottage Landscape Contract:** Sheri presented the fact that what was provided by Lawnsapes was not in contract form. The Board agreed that Lawnsapes must provide a contract immediately. Ashley Peto volunteered to take action and get a contract in place.

**Cottage ASC:** Sheri stated the Steering Committee will address ASC standards for enforcement and necessary changes.

**Community HOA Disclosure Form:**

- \*Homes listed for sale must have this disclosure

- \*Realtors have responsibility for some items on the disclosure.

- \*Disclosure form to be posted on the website by Ashley Peto.

**Cottage owner meeting:** Sheri will announce the date.

#### **MAINTENANCE:**

The Board discussed the water pump project. Ashley Peto agreed to send Steve Premo the project contact and phone number.

The pothole on Pipers Pond Lane was discussed along with the dip in the road at the front entrance. Lori Blass made a motion to have Premier get 2 quotes, which include scope of work, to repair the pothole and dip on Causton Harbor Drive. Hollie White seconded the motion. The Board approved the motion unanimously.

**Harbor/Lagoon Dike Sign:** The Board agreed that the dike should only allow foot traffic due to liability and DNR required vegetation/grass on the dike. Steve Premo made a motion to allow foot traffic only on the dike. Lori Blass seconded the motion. The Board approved the motion unanimously.

**Pine straw:** Hollie White presented the Cottage Steering Committee's ideas about pine straw installation. The Board agreed to go forward with the installation that was voted by the Board earlier and to have the Cottage owners vote on whether they wanted to continue future installations.

**Front Entrance Lights:** Ashley Peto discussed the 4 broken light fixtures at the entrance. Steve Premo made a motion to have Premier hire an electrician to do an assessment of the light fixtures. Hollie White seconded the motion. The Board approved the motion unanimously.

Joellen Cooper-Pyles recommended having Georgia Power do an assessment of the community. Janice Rossiter stated she will follow up with Georgia Power.

**Trees:** The Board is waiting to hear from Sally Hall about whether a homeowner's tree in the community is located on the owner's property or common property. Joellen Cooper-Pyles stated that it is the responsibility of all owners to review their survey when making tree requests.

**Cottage Roofs:** The remaining 6 roofs that were not replaced were discussed by the Board. The Board directed Premier to send out letters that effective immediately those roofs would

be scheduled for replacement. It was discussed that using a different vendor other than Grassi who did 102 roofs was acceptable. The Board further stated that the same standards must be followed by the other vendors.

*Creeping fig* on a cottage owner's home was discussed regarding negligence. Justin Morris will send a letter immediately to the owner to remove vegetation from the stucco.

*Pool Maintenance Contract:* Premier discussed options for pool maintenance and will formalize options for the Board at the next meeting.

#### **FINANCE REPORT:**

Steve Premo inquired about the assessment balance. Janice Rossiter will provide the Board with this information. Steve inquired about stucco repair and whether this figure on the report would continue each year. Premier explained the nature of repairs and how these repairs were poorly done in the past causing the ongoing repair work.

Past due homeowner amenity fees were discussed. The Board discussed a maximum allowable amount on past due HOA monthly amenity dues and action to be taken on those past due accounts.

Joellen Cooper-Pyles made a motion to take any homeowner to Magistrate Court that was past due over \$2,500.00 on their HOA monthly amenity dues. Hollie White seconded the motion. The Board approved the motion unanimously.

#### **WELCOME COMMITTEE:**

It was announced that Barbara Powell is the Chairperson.

#### **LANDSCAPE:**

The Cottage Steering committee requested whether monkey grass could be put in particular common areas in the cottages. The Board agreed that it could be considered based on cost. Ashley Peto will be discussing the status of tree removal and de-vining on Causton Harbor Drive with the ASC and report back at the next meeting.

#### **ASC BARTOW COMMITTEE:**

Joellen Cooper-Pyles reported that two owner's lots in Bartow Point have been approved for construction and that one is well underway.

#### **ASC COTTAGE COMMITTEE:**

The Board discussed with Premier that a cottage owner had moved forward with a roof solar project following Cottage ASC denial of that owner's request. The Board and Premier will follow up with this covenant violation.

#### **HARBOR COMMITTEE:**

April 2017 is still the target date for Causton Bluff to secure a spoil site for the harbor dredging according to Brian McCarthy's email update.

#### **LAGOON COMMITTEE:**

Brian McCarthy reported in an email update that the first dike/lagoon DNR required inspection was performed on January 6, 2017. He reported no actions were needed at this time. He did note the erosion caused by Hurricane Mathew will be addressed in April when the soils can be stabilized with the required DNR vegetation plan.

#### **ACT COMMITTEE:**

Vehicle decals have been ordered and all vehicles will be registered. Two decals per home will be distributed. Additional decals will cost \$5.00 per decal. Janice Rossiter said registration forms will be sent out to homeowners with a return for decals.

Steve Premo made a motion to establish decal policy of 2 decals given per home with any additional requests at a cost to the homeowner of \$5.00 per decal. The Board discussed including a fine for those owners not complying. The decals program will be in place by March 1<sup>st</sup>. Lori Blass seconded the motion. The Board approved the motion unanimously.

#### **OLD BUSINESS:**

The Board reviewed the terms of each member as follows:

Steve Premo, President:	3-year term
Al Kritter, Vice President:	3-year term
Lori Blass, Secretary:	3-year term
Joellen Cooper-Pyles, Treasurer:	1-year term
Hollie White, Member at Large:	1-year term

Letters to owners requiring roof replacement: Discussed under maintenance.

Hurricane Mathew clean-up: FEMA has completed their clean-up.

St. Augustine Fence repair: Joellen will follow up with Sally Hall.

#### **NEW BUSINESS:**

Road repair on Pipers Pond Lane: Discussed under maintenance with motion made by Board to obtain quotes for repair.

Steve Premo brought up Al Kritter's recommendation to create a tracking calendar, an action item list, task assignment and time frame for distribution of all BOD documents. The Board will look to Al for discussion of these items at the next BOD meeting.

Meeting adjourned at 12:35 p.m.

The Board of Directors next meeting to be held on February 23, 2017 at Steve Premo's.

Minutes Respectfully taken by Lori Blass, Secretary.